

Staff Permission Summary Report

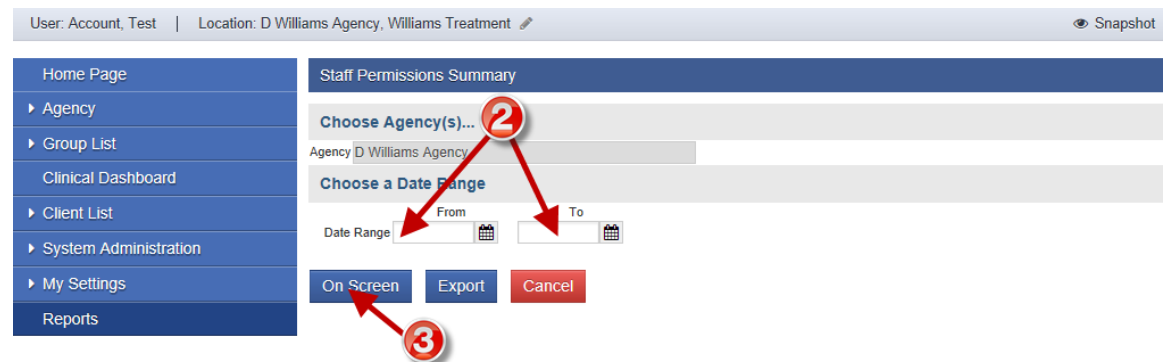
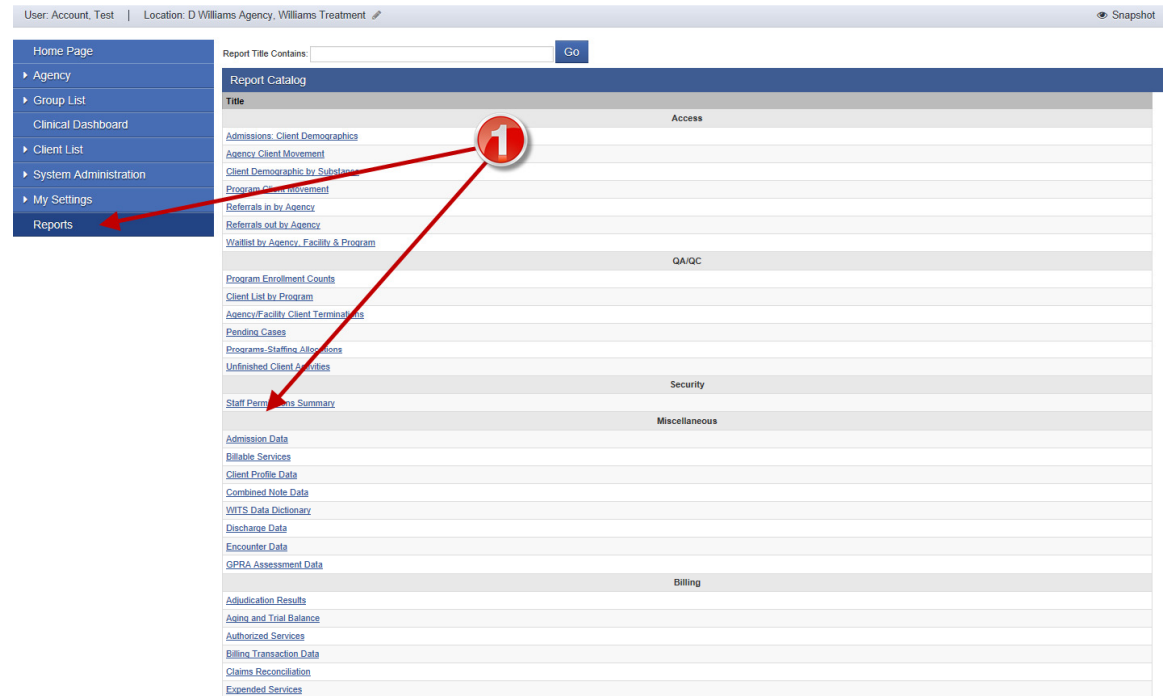
Staff members with the Job Function Role of Agency Reporting may access this report.

1. **Getting here:** Login, on the Navigation Pane (left menu) select **Reports** and select **Adjudication Results**.

2. Select the **Date Range**.

Note: Leaving the Date Ranges blank will display all staff members since the agency was created in WITS.

3. Select **On Screen**.



4. The report will display. Click **Export** to generate an Excel spreadsheet.

5. The report will display in Excel.

User: Account, Test | Location: D Williams Agency, Williams Treatment | Snapshot

Home Page | Agency | Group List | Clinical Dashboard | Client List | System Administration | My Settings | Reports

Export | Finish

Staff Permissions Summary

Purpose: Report lists staff access roles, title, manager, facility, start and end date and whether the staff is authorized to access the system.

Report Criteria
Agency: D Williams Agency

Staff Member	Title	Manager	Has Access	Roles	Facility	Employment Start Date	Employment End Date
Account, Test		Williams, Dennis	Yes	Clinical (Read-Only), Agency Reporting	Williams Treatm, Alternative Tre	9/1/2012	
Admin10, Agency		Williams, Dennis	No		Williams Treatm, Alternative Tre	9/1/2012	1/11/2013
Admin11, Agency		Williams, Dennis	Yes	Client Diagnosis, Clinical (Full Access), Release To Billing, Authorization (Full Access), Manage Staff Schedules (Read-Only), Create Scheduler Encounter	Williams Treatm, Alternative Tre	9/1/2012	
Admin12, Agency		Williams, Dennis	Yes	Agency Administrator, Client Diagnosis, Clinical (Full Access), Facility Administrator, Manage Staff Schedules, Staff Administrator, Billing Encounter List, Contract Management (Read-Only), Release To Billing, Create Agency Claim Batch, Clinical Supervisor, Encounter (Delete), Authorization (Full Access), Drug Test Results (Full Access), Support Ticket Administrator (Agency), Group Notes - Add Group, Consent (Delete), Program Set Up	Williams Treatm	9/1/2012	
Admin13, Agency, LSW	Clinician, Number13		Yes	Agency Administrator, Agency Billing, Client Diagnosis, Clinical (Full Access), Facility Administrator, Manage Staff Schedules, Staff Administrator, Billing Encounter List, Agency Reporting, Contract Management (Read-Only), Release To Billing, Notes (Delete), Create Agency Claim Batch, Clinical Supervisor, Encounter (Delete), Authorization (Full Access), Support Ticket Administrator (Agency), Agency Invoicing (Full Access), Group Notes - Add Group, Create Scheduler Encounter, Link Consents, Program Set Up	Williams Treatm, Alternative Tre	10/9/2012	
Admin14, Agency		Williams, Dennis	Yes	Agency Administrator, Client Diagnosis, Clinical (Full Access), Facility Administrator, Manage Staff Schedules, Staff Administrator, Billing Encounter List, Contract Management (Read-Only), Release To Billing, Create Agency Claim Batch, Clinical Supervisor, Encounter (Delete), Authorization (Full Access), Drug Test Results (Full Access), Support Ticket Administrator (Agency), Group Notes - Add Group, Consent (Delete), Program Set Up	Williams Treatm	10/9/2012	
Admin15, Agency		Williams, Dennis	Yes	Agency Administrator, Client Diagnosis, Clinical (Full Access), Facility Administrator, Manage Staff Schedules, Staff Administrator, Billing Encounter List, Contract Management (Read-Only), Release To Billing, Create Agency Claim Batch, Clinical Supervisor, Encounter (Delete), Authorization (Full Access), Drug Test Results (Full Access), Support Ticket Administrator (Agency), ATR Case Manager, Group Notes - Add Group, Consent (Delete), Program Set Up	Williams Treatm	10/9/2012	

StaffPermSummary_20140919.xls - Microsoft Excel

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Time Matters | DIMO Label

Clipboard | Font | Alignment | Number | Styles | Cells | Editing

Staff Member	Title	Manager	Has Access	Roles	Facility	Employment Start Date	Employment End Date	Email
Account, Test		Williams, Dennis	Yes	Clinical (Read-Only), Agency Reporting	Williams Treatm, Alternative	9/1/2012		buskeym@dhw.idaho.gov
Admin10, Agency		Williams, Dennis	No		Williams Treatm, Alternative	9/1/2012	1/11/2013	williamsd@dhw.idaho.gov
Admin11, Agency		Williams, Dennis	Yes	Client Diagnosis, Clinical (Full Access), Release To Billing, Authorization (Full Access), Manage Staff Schedules (Read-Only), Create Scheduler Encounter	Williams Treatm, Alternative	9/1/2012		bastinc@dhw.idaho.gov
Admin12, Agency		Williams, Dennis	Yes	Agency Administrator, Client Diagnosis, Clinical (Full Access), Facility Administrator, Manage Staff Schedules, Staff Administrator, Billing Encounter List, Contract Management (Read-Only), Release To Billing, Create Agency Claim Batch, Clinical Supervisor, Encounter (Delete), Authorization (Full Access), Drug Test Results (Full Access), Support Ticket Administrator (Agency), Group Notes - Add Group, Consent (Delete), Program Set Up	Williams Treatm	9/1/2012		williamsd@dhw.idaho.gov
Admin13, Agency, LSW	Clinician, Number16		Yes	Agency Administrator, Agency Billing, Client Diagnosis, Clinical (Full Access), Facility Administrator, Manage Staff Schedules, Staff Administrator, Billing Encounter List, Agency Reporting, Contract Management (Read-Only), Release To Billing, Notes (Delete), Create Agency Claim Batch, Clinical Supervisor, Encounter (Delete), Authorization (Full Access), Support Ticket Administrator (Agency), Agency Invoicing (Full Access), Group Notes - Add Group, Create Scheduler Encounter, Link Consents, Program Set Up	Williams Treatm, Alternative	10/9/2012		williamsd@dhw.idaho.gov
Admin14, Agency		Williams, Dennis	Yes	Agency Administrator, Client Diagnosis, Clinical (Full Access), Facility Administrator, Manage Staff Schedules, Staff Administrator, Billing Encounter List, Contract Management (Read-Only), Release To Billing, Create Agency Claim Batch, Clinical Supervisor, Encounter (Delete), Authorization (Full Access), Drug Test Results (Full Access), Support Ticket Administrator (Agency), Group Notes - Add Group, Consent (Delete), Program Set Up	Williams Treatm	10/9/2012		williamsd@dhw.idaho.gov
Admin15, Agency		Williams, Dennis	Yes	Agency Administrator, Client Diagnosis, Clinical (Full Access), Facility Administrator, Manage Staff Schedules, Staff Administrator, Billing Encounter List, Contract Management (Read-Only), Release To Billing, Create Agency Claim Batch, Clinical Supervisor, Encounter (Delete), Authorization (Full Access), Drug Test Results (Full Access), Support Ticket Administrator (Agency), ATR Case Manager, Group Notes - Add Group, Consent (Delete), Program Set Up	Williams Treatm	10/9/2012		buskeym@dhw.idaho.gov
Admin16, Agency		Williams, Dennis	Yes	Agency Administrator, Client Diagnosis, Clinical (Full Access), Facility Administrator, Manage Staff Schedules, Staff Administrator, Billing Encounter List, Contract Management (Read-Only), Release To Billing, Create Agency Claim Batch, Clinical Supervisor, Encounter (Delete), Authorization (Full Access), Drug Test Results (Full Access), Support Ticket Administrator (Agency), ATR Case Manager, Group Notes - Add Group, Consent (Delete), Program Set Up	Williams Treatm	10/9/2012		williamsd@dhw.idaho.gov
Admin2, Agency		Williams, Dennis	Yes	Agency Administrator, Client Diagnosis, Clinical (Full Access), Facility Administrator, Manage Staff Schedules, Staff Administrator, Billing Encounter List, Contract Management (Read-Only), Release To Billing, Create Agency Claim Batch, Clinical Supervisor, Encounter (Delete), Authorization (Full Access), Drug Test Results (Full Access), Support Ticket Administrator (Agency), ATR Case Manager, Group Notes - Add Group, Consent (Delete), Program Set Up	Williams Treatm	9/1/2012		williamsd@dhw.idaho.gov
Admin3, Agency		Williams, Dennis	Yes	Agency Administrator, Client Diagnosis, Clinical (Full Access), Facility Administrator, Manage Staff Schedules, Staff Administrator, Billing Encounter List, Contract Management (Read-Only), Release To Billing, Create Agency Claim Batch, Clinical Supervisor, Encounter (Delete), Authorization (Full Access), Drug Test Results (Full Access), Support Ticket Administrator (Agency), ATR Case Manager, Group Notes - Add Group, Consent (Delete), Program Set Up	Williams Treatm	9/1/2012		williamsd@dhw.idaho.gov
Admin4, Agency		Williams, Dennis	Yes	Agency Administrator, Client Diagnosis, Clinical (Full Access), Facility Administrator, Manage Staff Schedules, Staff Administrator, Billing Encounter List, Contract Management (Read-Only), Release To Billing, Create Agency Claim Batch, Clinical Supervisor, Encounter (Delete), Authorization (Full Access), Drug Test Results (Full Access), Support Ticket Administrator (Agency), ATR Case Manager, Group Notes - Add Group, Consent (Delete), Program Set Up	Williams Treatm	9/1/2012		williamsd@dhw.idaho.gov
Admin5, Agency		Williams, Dennis	Yes	Agency Administrator, Client Diagnosis, Clinical (Full Access), Facility Administrator, Manage Staff Schedules, Staff Administrator, Billing Encounter List, Contract Management (Read-Only), Release To Billing, Create Agency Claim Batch, Clinical Supervisor, Encounter (Delete), Authorization (Full Access), Drug Test Results (Full Access), Support Ticket Administrator (Agency), ATR Case Manager, Group Notes - Add Group, Consent (Delete), Program Set Up	Williams Treatm	9/1/2012		williamsd@dhw.idaho.gov
Admin6, Agency		Williams, Dennis	Yes	Agency Administrator, Client Diagnosis, Clinical (Full Access), Facility Administrator, Manage Staff Schedules, Staff Administrator, Billing Encounter List, Contract Management (Read-Only), Release To Billing, Create Agency Claim Batch, Clinical Supervisor, Encounter (Delete), Authorization (Full Access), Drug Test Results (Full Access), Support Ticket Administrator (Agency), ATR Case Manager, Group Notes - Add Group, Consent (Delete), Program Set Up	Williams Treatm, Alternative	9/1/2012		buskeym@dhw.idaho.gov
Admin7, Agency		Williams, Dennis	Yes	Agency Administrator, Client Diagnosis, Clinical (Full Access), Facility Administrator, Manage Staff Schedules, Staff Administrator, Billing Encounter List, Contract Management (Read-Only), Release To Billing, Create Agency Claim Batch, Clinical Supervisor, Encounter (Delete), Authorization (Full Access), Drug Test Results (Full Access), Support Ticket Administrator (Agency), ATR Case Manager, Group Notes - Add Group, Consent (Delete), Program Set Up	Williams Treatm	9/1/2012		williamsd@dhw.idaho.gov
Admin8, Agency		Williams, Dennis	Yes	Clinical (Full Access), Clinical Supervisor	Williams Treatm	9/1/2012		bastinc@dhw.idaho.gov
AIS, Admin		Williams, Dennis	No		Williams Treatm	2/8/2013	5/15/2013	rvenzel65@aol.com
AIS, Clinician 1		AIS, Admin	No		Williams Treatm	3/8/2013	5/15/2013	rvenzel65@aol.com
AIS, Clinician 2		AIS, Admin	No		Williams Treatm	3/8/2013	5/15/2013	rvenzel65@aol.com
AIS, Clinician 3		AIS, Admin	No		Williams Treatm	3/8/2013	5/15/2013	rvenzel65@aol.com
AIS, Clinician 4		AIS, Admin	No		Williams Treatm	3/8/2013	5/15/2013	rvenzel65@aol.com
ARA, Admin		ARA, Admin	Yes	Agency Administrator, Agency Billing, Client Diagnosis, Clinical (Full Access), Release To Billing, Authorization (Full Access), Manage Staff Schedules (Read-Only), Create Scheduler Encounter	Williams Treatm	4/3/2013		schreiberk@dhw.idaho.gov
ARA, Clinician		ARA, Admin	Yes	Client Diagnosis, Clinical (Full Access), Release To Billing, Authorization (Full Access), Manage Staff Schedules (Read-Only), Create Scheduler Encounter	Williams Treatm	4/3/2013		schreiberk@dhw.idaho.gov
Ascent BH, Clinician 1		Williams, Dennis	Yes	Client Diagnosis, Clinical (Full Access), Release To Billing, Authorization (Full Access), Manage Staff Schedules (Read-Only), Create Scheduler Encounter	Williams Treatm	3/8/2013		richascenths@hotmail.com
Ascent BH, Clinician 2		Williams, Dennis	Yes	Client Diagnosis, Clinical (Full Access), Release To Billing, Authorization (Full Access), Manage Staff Schedules (Read-Only), Create Scheduler Encounter	Williams Treatm	3/8/2013		richascenths@hotmail.com

Staff Permission Summary Definitions

Field	Definition
Staff Member	The name of the Staff Member entered on the Staff Profile screen.
Title	The Title selected on the Staff Profile screen (this is not a required field).
Manager	The selected Manager Name on the Staff Profile screen.
Has Access	The Type will be NO when a Staff Members account is disabled, or the Staff Member does not have a User Login ID (on the Account Information screen).
Roles	The selected Job Function Roles and Role Attributes for the Staff Member on the Account Information screen (under the Staff Profile).
Facility	The selected Facilities for the Staff Member on the Staff Assignment screen (under the Staff Profile).
Employment Start Date	Start Date entered on the Staff Profile screen.
Employment End	End Date entered on the Staff Profile screen.
Email	Email address entered on the Staff Profile screen. <i>This field is only visible in the Excel spreadsheet.</i>